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ABSTRACT

This handbook for library trustees identifies the duties and responsibilities of library boards and librarians, the qualifications of an effective library and of a library board, and library policy requirements. The concept of intellectual freedom, the Library Bill of Rights, and the Freedom to Read Statement are discussed, and the role of the Department of State Library Services is outlined. Library organizations which provide continuing education and training for trustees are identified, and both the Rhode Island Interrelated Library Film Network and the Rhode Island Library Film Cooperative are discussed. A guide to the library and library-related laws of Rhode Island is provided, as well as a bibliography listing 17 books, three AV titles, and seven journals of interest to trustees. A brief history of public libraries and an interrelated library system map of Rhode Island are also provided. An outline of the organization of library boards and sample bylaws for a public library are appended. (RBF)

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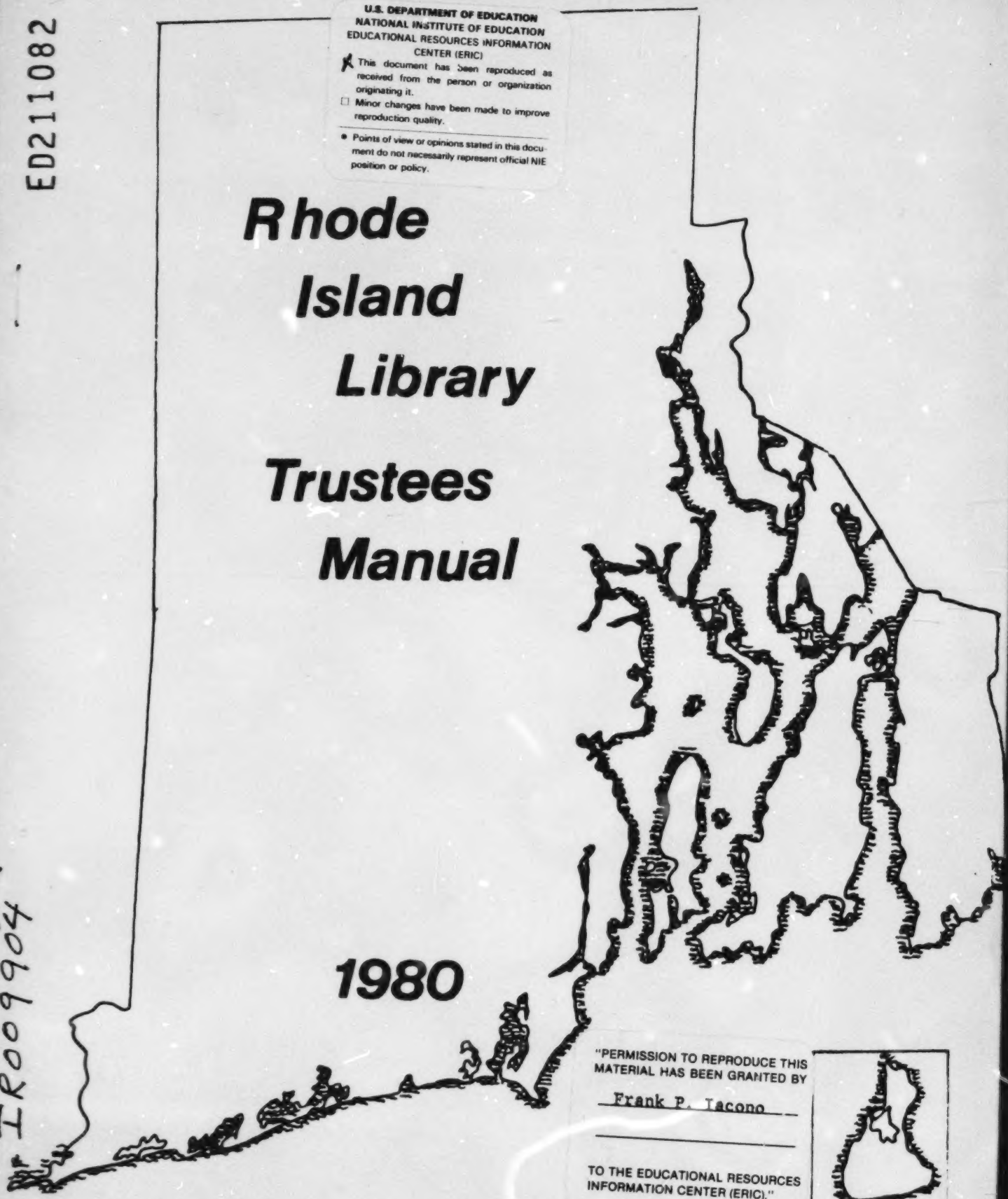
Rhode Island Library Trustees Manual



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The Rhode Island Advisory Board of Library Commissioners takes pleasure in making the Rhode Island Library Trustees Manual available to trustees and friends of Rhode Island public libraries.

We---the two public library trustee representatives on the Advisory Board---proposed in June 1979 that the Advisory Board undertake the project of issuing a manual for public library trustees. The entire Advisory Board readily agreed and in turn, asked the Director of the Department of State Library Services, Jewel Drickamer: (a) to make one of its librarians---Frank P. Iacono---available to edit the manual and (b) to publish and distribute the manual, once approved. Miss Drickamer graciously acquiesced; since her well-earned retirement in October 1979, Bruce E. Daniels, Deputy Director, has fulfilled those commitments.

In offering this manual to trustees, the Advisory Board wishes to make it clear that the information contained herein is neither comprehensive or legally binding. Rather, the manual is instructional and informative. The Advisory Board of Library Commissioners---in fulfillment of its mandated duty "to serve as representatives of the people in securing a comprehensive program of free public library service in the state"---assumes that library boards attempt to be responsible to their communities in the same manner that the Advisory Board attempts to be responsible to the people of Rhode Island.

For the Rhode Island Advisory Board of Library Commissioners:

Velma M. Brown
Trustee, Warwick Public Library

James J. Ritter
Trustee, Greenville Public Library

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FOREWORD

This handbook is intended to be a basic resource for Rhode Island's library trustees. Specifically it is designed:

To provide new trustees with a sound background as to the duties and responsibilities of library board members.

To provide an overall outline of the functions of library boards as governing bodies.

To delineate the role of library trustees as spokespersons for the library in the community and as advocates for quality library services.

To meet the basic informational needs of practicing and potential trustees.

To present issues and concerns that should be discussed by all library trustees.

ACKNOWLEDGEMENT

The editor of this manual gratefully acknowledges the information and ideas gained from other state's library trustee handbooks and other publications on this subject.

PUBLIC LIBRARIES IN RHODE ISLAND - A BRIEF HISTORY

Public library service in Rhode Island generally began in the mid-19th century, when public libraries were established in various communities throughout the state. It was around this time (1867) when the General Assembly passed a public library law giving cities and towns authority to establish or accept a public library, though some already existed. As these libraries developed and as new ones were established, two qualities that seemed to distinguish them all were autonomy and independence. The prime emphasis was on serving a given community within a city or town. Indeed, by 1963 there were 74 community libraries in the 39 cities and towns. The majority of these libraries received token support from their cities and towns. With several libraries operating independently of each other in certain cities and towns, the effect of this funding was further minimalized. Most often, these libraries relied heavily on dedicated and resourceful library trustees to generate private funding. Today, cities and towns assume the bulk of public library funding with appropriations exceeding $4 million.

State aid to public libraries traces its roots to 1875. By 1935, when the State Library became responsible for the supervision of free public libraries (previously entrusted to the Board of Education) and library extension service, it was administering state aid programs to public libraries for salaries and books and receiving new appropriations for extension service to libraries, schools, clubs, and civic organizations. In 1960, state support for these programs amounted to $41,000 -- far from today's state aid program of over $1 million.

State aid was first supplemented by federal aid in 1957, when the General Assembly created Public Library Service to Rural Areas as an agency within the Department of State. This enabled Rhode Island to take advantage of funds provided by the Library Services Act (LSA), passed by Congress in 1956 to promote extension

of public library service to rural areas. LSA later evolved into LSCA, the Library Services and Construction Act, which is the principal source of federal funding for the nation's public libraries today.

The publication in 1963 of Library Cooperation, John Humphry and Lucille Wickersham's study of library service in Rhode Island, ushered in a new era for the state's libraries. As a direct result of this study and RILA - initiated legislation based on its recommendations, Rhode Island was able to offer its citizens a comprehensive statewide library service program. The Department of State Library Services was founded in 1964 to oversee and promote library service and library cooperation in the state; an interrelated library network was developed and funded; a state grant-in-aid program based on per capita support was established for cities and towns; and Rhode Island became one of a handful of states providing funding for library construction.

Today, Rhode Islanders are served by 48 public libraries or public library systems. Staffed by skilled professional and para-professional librarians, these libraries/systems provide access to a wide range of book and non-book materials. As participants in the Rhode Island Interrelated Network, they also provide access to the collections of virtually every library in the state. Meanwhile, many modern and efficient public library buildings are in operation throughout Rhode Island as a result of the state public library construction program that has generated over $10 million worth of construction since 1965.

Faced with new challenges and concerns, it is important that Rhode Island's public libraries have this solid record of service to build upon.

AN EFFECTIVE LIBRARY

An effective library is the cultural and information center for all members of the community.

It provides MATERIALS (print and non-print) that are:

-- Needed by the community for education, recreation, enrichment and survival.

-- Organized for convenient use.

-- Selected to serve all ages and groups in the community.

It has a STAFF that is:

-- Carefully selected.

-- Well trained.

-- Adequately paid.

-- Sufficient in numbers.

-- Eager to serve.

It has a BUILDING that is:

-- Attractive.

-- Comfortable.

-- Well designed.

-- Accessible to the handicapped.

It provides ACCESS:

-- To all resources in the community through recorded information in the library and referral to other local agencies, organizations, and individuals.

-- To information resources throughout the region, state, and nation through interlibrary loan service.

AN EFFECTIVE LIBRARY BOARD

An effective library board of trustees generally consists of dedicated, informed citizens, representing a cross section of the community. As such,

It has qualified members. The two most important qualifications for trusteeship are a willingness to devote TIME to the job and genuine INTEREST in the library and its growth and development.

Other qualifications include:

- Ability to work with others.
- Personal flexibility and openmindedness.
- Knowledge of the community, its needs and resources.
- Intitiative and ability to establish policies for successful operation of the library and impartial service to all its patrons.
- Courage to plan creatively, to carry out plans effectively, and to withstand pressures and prejudices.

It is well organized for group effectiveness. Collectively, among its members, it has:

- No discrimination as to age or sex.
- Occupational diversity.
- Political acumen.
- Business management/financial experience.
- Legal knowledge or understanding.
- Varied backgrounds.

It guarantees vitality and continuity through regular appointments of new members for definite, staggered terms.

DUTIES AND RESPONSIBILITIES

The effective library has an informed library board that determines policy and a trained librarian entrusted to implement it. This distinction between governance and management is essential in creating an atmosphere of mutual respect and support between the board and the librarian. The necessarily distinct duties and responsibilities of the library board and the librarian can be outlined as follows:

The Library Board should:

-- Employ a competent and qualified librarian.
-- Attend all meetings of the board and maintain records of the meetings to be kept in the library.
-- Determine programs and needs of the library based on a knowledge of the community served, service trends in the region and in the state, and national standards.
-- Determine and adopt written policies governing the programs and operations of the library.
-- Assist in the preparation of the annual budget and approve the final document.
-- Know state and local library laws and support library legislation which improves and extends library service in the state and nation.
-- Advocate and secure adequate funding of the library program and plans for expansion of service and facilities.
-- Commit the library to a sound public relations program and actively support and participate in it.
-- Report regularly to local officials and the general public.
-- Be familiar with the services of the state library agency.
-- Learn about librarianship by attending selected conferences, meetings and workshops and joining appropriate associations and organizations.

-- Oversee care of property by reviewing insurance coverage, keeping buildings in repair, and securing new and needed equipment.

The Librarian should:

-- Carry out the policies of the library as adopted by the board and recommend needed policies for board action.

-- Prepare an annual budget in consultation with the board and give a current report of expenditures against the budget at each meeting.

— Select employees and supervise their work.

-- Select or supervise selection and ordering of library materials and supplies.

-- Know state and local library laws and support library legislation which improves and extends library service in the state and nation.

-- Maintain an active public relations program.

— Report regularly on the progress of the library to the local government, the library board, and the general public.

— Suggest and carry out plans for extending the services of the library.

-- Attend professional meetings and workshops and join appropriate associations and organizations.

— Provide staff with opportunities to continue their professional education.

— Recommend an adequate salary scale for staff and prepare a definite scale of promotions and raises in cases not under governmental merit system.

— Review and analyze library operations in terms of cost and effectiveness in meeting community needs.

— Attend all board meetings other than those at which his/her salary or tenure are discussed.

POLICIES - A BOARD PRIORITY

Written policy statements are essential to library effectiveness in that they clearly outline the library's goals and objectives, internal operation, provisions for service, employment practices, and commitment to intellectual freedom via guidelines for materials selection. All policies should be broad based to exclude unnecessary details. Most importantly, they should be reviewed regularly and revised when need be to reflect the current needs of the community.

At minimum, every library should have (1) a Materials Selection Policy, outlining the criteria used in collection building and (2) a Personnel Manual, governing all aspects of employment affecting the individual staff member. Also each board should consider and adopt official policy regarding:

-- Library goals and objectives.

-- Hours open and holidays observed.

-- Service to schools.

-- Service to special groups (hospitals, senior citizens, civic organizations, etc.)

-- Charges for lost materials and fines for overdue materials.

-- Public relations and publicity.

-- Payment of expenses of board members and staff to attend professional conferences, meetings, and workshops.

-- Acceptance of gifts.

-- Use of meeting space.

INTELLECTUAL FREEDOM - A SPECIAL TRUST

Intellectual freedom is the term used to express the philosophy, concepts and policies outlined in the Library Bill of Rights and the Freedom to Read Statement. In particular, it refers to freedom to believe, freedom to express opinions and beliefs and freedom of access to all kinds of recorded knowledge and ideas. By adopting the Library Bill of Rights and the Freedom to Read Statement as policy, libraries affirm their commitment to intellectual freedom - a commitment that is central to the role of libraries in a free society.

The concept of intellectual freedom is sometimes challenged by those who may see or read library materials with which tney do not agree. Every trustee is open to this challenge and, as a result, should be familiar with the documents relating to intellectual freedom and the concepts expressed in them. He/she will then be able to help the community understand that not all people will approve of everything they find in their library. In addition, board members should be familiar with the IFC HANDBOOK, a publication of the Rhode Island Library Association's Intellectual Freedom Committee, which offers guidelines as to how Rhode Island libraries can safeguard intellectual freedom and resist censorship

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council.

THE FREEDOM TO READ

A joint statement by the American Library Association and the Association of American Publishers:

NOTE: "Books" as used in this statement includes all kinds of materials for library use.

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

2. Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgement of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The complete text of this statement is available from the Department of State Library Services.

LIBRARY ORGANIZATIONS

Continuing education and training is essential for effective library trusteeship. The following organizations provide such opportunities for their members:

RHODE ISLAND LIBRARY ASSOCIATION (RILA) - The purpose of RILA is to promote library and information services in Rhode Island and to encourage interest in libraries, information centers and librarianship. Dues for trustees is $5.00 and includes a subscription to the RILA BULLETIN.

CITIZENS FOR RHODE ISLAND LIBRARIES, INC.: This is the library advocacy group that grew out of the Rhode Island Governor's Conference on Library and Information Services. Membership costs $2.00.

NEW ENGLAND LIBRARY TRUSTEES ASSOCIATION (NELTA): NELTA initiates plans and supports regional activities designed to meet the needs of trustees in the New England area.

NEW ENGLAND LIBRARY ASSOCIATION (NELA): NELA provides an opportunity for all library connected people in the region to meet at least annually. The prime emphasis is on topics of interest to libraries in the six-state area.

AMERICAN LIBRARY TRUSTEES ASSOCIATION (ALTA): ALTA is a division of the American Library Association. Trustees must join the American Library Association (ALA) to become a member of ALTA. Membership costs $20 for ALA and $15 for ALTA. It provides full ALA membership benefits including a subscription to American Libraries and The Public Library Trustee. The goals of ALTA include a continuing comprehensive educational program to enable library trustees to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.

THE DEPARTMENT OF STATE LIBRARY SERVICES

The Rhode Island Department of State Library Services (DSLS) was established by law in 1964 as a department of government, with the Director appointed by the Governor with the advice and consent of the Senate. A seven-member Advisory Board of Library Commissioners serves to advise the Department and to function as a board of appeal. In addition, a federally-mandated State Advisory Council on Libraries serves in an advisory capacity in the development of long-range programs. Within the Department there are three divisions: Administration, Planning and Development, and Special Library Services. The role of DSLS can be outlined as follows:

PURPOSE:

- Administer the statewide library program.
- Cooperate with U.S. Office of Education in carrying out library services within Rhode Island and administer such plans as may be required.
- Formulate rules and regulations under which federal and state funds are granted for improved library services.
- Promote cooperation between types of libraries.

DUTIES:

- Coordinate library resources on a cooperative basis.
- Public Library Construction program.
- Library development.
- Library service to the blind and physically handicapped.
- Library service to state institutions.
- Compile reports and statistics.

ADDITIONAL SERVICES:

- Consulting for librarians and trustees.
- Reference and information service for librarians, trustees, students, and friends of libraries.
- Media training for librarians.
- Bookmobile.

MAJOR COLLECTIONS:

- General Collection: children's, young adult, and adult materials for loan to libraries.
- Professional Collection: library science materials for loan to librarians, trustees, students, and friends of libraries.
- Regional Library for the Blind and Physically Handicapped.

THE RHODE ISLAND INTERRELATED LIBRARY NETWORK

The Rhode Island Interrelated Library Network is the major vehicle for interlibrary cooperation in the state. Established by law in 1967, its main function is the provision of interlibrary loan service to the people of Rhode Island. The state network is made up of five Interrelated Library Systems (see map). System coordinators oversee interlibrary cooperation in their individual systems, oversee the interlibrary loan function of their individual systems as components of the network, and represent their systems in planning and development pertaining to the state network.

The Barrington Public Library serves as headquarters of the Island Interrelated Library System; the Pawtucket Public Library serves as headquarters of the Northern Interrelated Library System; the Warwick Public Library serves as headquarters of the Western Interrelated Library System; and the Westerly Public Library serves as headquarters of the South County Interrelated Library System. These public libraries are designated as regional library centers. The Providence Public Library has a function that extends beyond the Providence Interrelated Library System. For this reason, it is not a regional library center. Rather, it has been designated, by law, as the Principal Public Library within the Rhode Island Interrelated Library Network. The Providence Public Library is the state's largest public library and serves not only the city of Providence but the entire state of Rhode Island. As the Principal Public Library, serves as the network's switching center, pursuing interlibrary loan requests both in state and outside the state when necessary.

The Rhode Island Interrelated Library Network also has twelve libraries serving as principal components. These libraries are designated, by law, as Special Research Centers. The Special Research Centers provide citizen access, via interlibrary loan, to academic and special library collections.

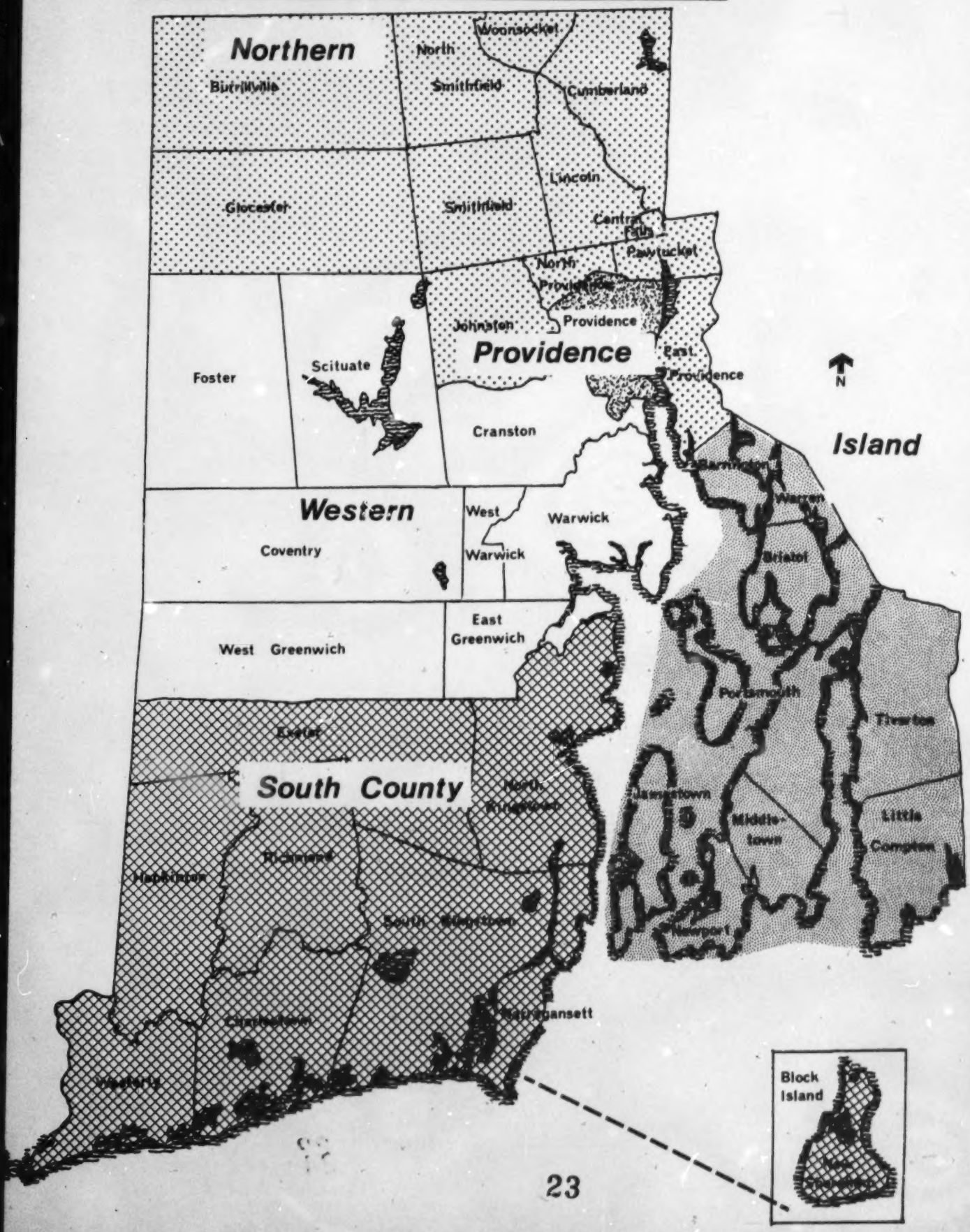
The twelve libraries serving in this capacity are the libraries of Brown University, the University of Rhode Island, Rhode Island College, Providence College, Bryant College, Barrington College, Roger Williams College, Salve Regina College, Rhode Island Junior College, the Rhode Island Historical Society, the Rhode Island School of Design, and Johnson and Wales College.

The four regional library centers, the Principal Public Library, and the Special Research Centers are all linked by teletype. The other network component is the Department of State Library Services. Thus, the Rhode Island Interrelated Library Network has eighteen principal components at the present time.

State law provides for annual appropriations to the Interrelated Library Systems, the Principal Public Library, and the Special Research Centers. These funds are disbursed by the Department of State Library Services.

The Rhode Island Interrelated Library Network is founded on the principal of total access through local access. With this in mind, it is important to note that not only public libraries are served by the state network. In fact, the growing trend in each of the Interrelated Library Systems is multitype library cooperation. By agreeing to provide service, school libraries, special libraries, private libraries, church and synagogue libraries, etc., are in turn served by the state network.

Interrelated Library Systems Map



THE RHODE ISLAND LIBRARY FILM COOPERATIVE

The Rhode Island Library Film Cooperative serves as a library film center for the State. It is housed in and administered by the Warwick Public Library through an agreement with the Department of State Library Services. Legislation enacted in 1980 has established the Film Cooperative as a designated service, under public library law, receiving an annual appropriation from the Department of State Library Services.

The members of the Film Cooperative include public, academic and special libraries. Films are loaned through member libraries to groups and organizations free of charge. Films are delivered to member libraries through the Interrelated Library System. The membership of the Film Cooperative elects an Executive Board to oversee membership services. The membership is currently made up of 50 institutions.

The Film Cooperative is funded through a grant from the Department of State Library Services to the Warwick Public Library and through membership assessments on a per capita basis (approximately $0.04 per capita currently). Its budget is supplemented by grants.

The Film Cooperative's collection has feature films, documentaries, informational films, creative and artistic short films. The collection totals 1250 films. The Film Cooperative's catalog, listing and describing the films, is available at any member library.

TRUSTEE RESOURCE LIST

(All titles are available for loan from the Professional Collection, DSLS)

BOOKS:

The Bowker Annual of Library and Book Trade Information. R.R. Bowker Company.

Find Out Who Your Friends Are: A Practical Manual for the Formation of Library Support Groups. Friends of Philadelphia Free Library, 1978.

Futas, Elizabeth; ed. Library Acquisition Policies and Procedures. Oryx Press, 1977.

Hamilton, Beth A. and Ernst, William B., Jr., eds. Multitype Library Cooperation. Bowker, 1977.

Howard, Edward N., Local Power and the Community Library. American Library Association, 1978.

Intellectual Freedom Manual. ALA, 1974.

Lancaster, F.W. The Measurement and Evaluation of Library Services. Information Resources Press, 1977.

Lushington, Nolan. Libraries Designed for Users. Gaylord Professional Publications, 1979.

Mathews, Virginia H. Libraries for Today and Tomorrow. Doubleday, 1976.

Myers, Gerald. Insurance Manual for Libraries. ALA, 1977.

The Personnel Manual: An Outline for Libraries. ALA, 1977.

Palmour, V.E. Planning Process for Public Libraries. ALA, Spring 1980.

Prentice, Ann E. Public Library Finance. ALA, 1977

Rhode Island Library Association. Intellectual Freedom Committee. IFC Handbook. RILA, 1975.

Sinclair, Dorothy. Administration of the Small Public Library, 2nd. ed. ALA, 1979.

Young, Virignia G. The Library Trustee: A Practical Guidebook. Bowker, 1978.

Young, Virginia G. The Trustee of a Small Public Library, rev. ed. (Small Libraries Publications, No. 1). ALA, 1978.

A-V MATERIALS:

Continuing Education Committee of the Mountain Plains Library Association. Affirmative Action in Libraries. ALA, 1977. (Sound filmstrip)

Hiatt, Peter. How to Hire a Librarian. Western Interstate Commission for Higher Education, 1974. (Audio cassette, slides).

Hiatt, Peter. Library Trusteeship: An Introduction. Western Interstate Commission for Higher Education, 1972. (Audio cassette, slides).

PERIODICALS:

American Libraries. ALA. Monthly

Library Journal. Bowker. Semi-monthly (Sept. - June); Monthly (July - August)

Newsletter. Department of State Library Services. Monthly

Public Libraries. Public Library Association. Quarterly.

Public Library Trustee. American Library Trustee Association. Division members only. Quarterly.

RILA Bulletin. Rhode Island Library Association. Monthly except August. (Trustees issue scheduled - June 1980).

Wilson Library Bulletin. H.G. Wilson Co. Monthly (Sept - June).

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ORGANIZATION OF THE LIBRARY BOARD

SUGGESTED ORIENTATION PROCEDURE FOR ALL NEW BOARD MEMBERS

Once appointed or elected, all new Board members should be given an introduction to the role of Board members as soon as possible. The chairperson of the Board and the librarian should be jointly responsible for new member orientation. Some of the information new members need to know includes:

1. All the Board's duties.

2. The difference between the concerns of the library director and Board members.

3. The library's legal basis, finances, physical facilities, various policies, collections, staff, services provided, various clienteles and populations served, plans for the future, and any other pertinent information.

4. Local governmental ordinances or regulations as they apply to the library. Also, state laws and standards that affect the library.

To assist new members in becoming familiar with their duties, each should be given personal copies of the Rhode Island Library Trustees Manual, the library's constitution and by-laws, the present approved budget and last monthly financial report, and a list of other Board members and their telephone numbers. In addition, each new member should be shown where the Board's approved records are kept and informed how to gain access at any time to those records.

If possible, an actual tour of the building (and branches if any) helps orient new board members and allows them to better visualize the work locations of the various people on the personnel and organization charts.

The last aspect of any "orientation" is to encourage new Board members to ask additional questions in the future as they become aware of things not covered or not covered completely during this initial orientation.

BY-LAWS

The Board should be organized with effective routines for the conduct of its own affairs. By-laws establish the formal operating procedures of the Board. They should be reviewed annually and amended if necessary. In general, library trustee board by-laws can help to:

1. Orient new trustees and directors.

2. Save the trustees' time and energy by providing a concise statement of current rules of operation.

3. Provide reference for community residents and officials, and others concerning the rules and regulations governing the library.

SAMPLE BYLAWS OF A PUBLIC LIBRARY

BOARD OF TRUSTEES

Article I - Name and Authorization

This organization shall be called "The Board of Trustees of the _____ Library," existing by virtue of the provision of 29-4-5 of the General Laws of Rhode Island, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II - Meetings

Section 1.

The Library Board shall meet on the _____ (day) of each month at _____ (time) at the library. An annual meeting shall be held at the time of the regular monthly meeting for the month of _____.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or upon the written request of three members for the transaction of business stated in the call for the meeting.

Article III - Board of Directors

Section 1. Number and qualifications

The governing body of the library is composed of _____ members elected/appointed by _____ and representing _____.

Section 2. Term of Office

The term of office of trustees shall be _____. No trustee shall serve more than two full consecutive terms. A former board member can be reappointed after a lapse of one year. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office.

Section 3. Disqualifications, Vacancies

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Secretary of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. When any trustee fails to attend at least three consecutive meetings of the board, the board shall declare his/her position vacant. It shall be the

duty of the Chairperson to notify the appointing official of the vacancy, and, by direction of the Board, suggest three to five names to the appointing official of persons which may qualify to fill the position.

Section 4. Officers

Officers of the Board shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer. Officers shall be elected at the regular annual meeting. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

The duties of the officers are as follows:

The Chairperson shall preside at meetings and perform such other duties as custom and law devolve upon the Chairperson. In the absence or disability of the Treasurer, the Chairperson shall sign vouchers for disbursements from the library fund.

The Vice-Chairperson shall assume the duties of the Chairperson in the event of the absence or disability of the Chairperson.

The Secretary shall keep an accurate record of all proceedings of the Board meetings (or the Librarian may be designated "As Executive Secretary to keep true and accurate account..."; the Librarian has no vote on the Board).

The Treasurer shall be responsible for the accounting of library receipts and expenditures and the signing of vouchers for disbursements from the library fund. The Treasurer shall be bonded in the amount as may be required by a resolution of the Board.

Article IV - Committees

Special committees for the study and investigation of special problems may be appointed by the Chairperson to serve until they have completed the work for which they were appointed.

Article V - Quorum

A quorum for the transaction of business shall be a simple majority of the Board members.

Article VI - Librarian

The Librarian is the Board's executive officer and shall have sole charge of administering the library under the Board's direction and review. The Librarian shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The Librarian shall keep exact accounts of all moneys received or expended, and shall report such receipts and expenditures at each regular meeting of the Board. The Librarian can perform the duties of secretary of the Library Board, and shall attend all Board meetings except when his or her employment or salary is to be discussed.

Article VII - Order of Business

The order of business at the regular meetings shall be as follows:

Roll call.
Approval of previous meeting's minutes.
Correspondence and communications.
Report of Librarian.
Financial report and approval of expenditures.
Reports of committees.
Unfinished business.
New business.
Adjournment.

Section 1. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

Article VIII - Amendments

These bylaws may be amended by a simple majority of the members present at any regular Board meeting that has a quorum, provided that the amendment was stated in the call for the meeting which was mailed to the members at least one week before the meeting.